

Federal law requires that parents be notified that their child has been selected for a NAEP assessment and that student participation is voluntary. The Parent/Guardian Notification Letter may be sent through other means of communication, such as a newsletter, as long as you are confident that the communication will reach the parents/guardians. The notification must be distributed no later than two weeks prior to the assessment date. The NAEP Westat Field Staff will need the date and a copy of the letter sent home to parents/guardians. **Without this copy, the assessment team cannot administer the NAEP assessment and a new assessment date will have to be scheduled.** Helpful tips for sending the parent notification can be found below.

**NOTE TO SCHOOL PERSONNEL—**

**Please modify this letter by editing/inserting information in the highlighted places ONLY. The second paragraph should be modified as follows:**

- (a) If you plan to distribute the letter to all parents/guardians of the students in the grade(s) being assessed before receiving your student sample in January, please select the “**will be**” and “**may be**” references;

**OR**

- (b) If you plan to distribute the letter only to the parents/guardians of those students chosen for the sample, please select the “**has been**” and “**is**” references.

**ONLY the items in highlighted brackets can be changed.** The Parent/Guardian Notification Template Letter and the 2016 NAEP Parent/Guardian Letter Confirmation Form are available for download in MS Word format on the MyNAEP website, the Office of Public Instruction website, and/or the fall/winter state e-mail communication.

**The letter must be dated, signed, and placed on school letterhead.**

**NAEP 2016 PARENT/GUARDIAN NOTIFICATION LETTER**  
**DBA grade 8 pilot assessments**

**[School Letterhead]**

**[Insert Date Here]**

Dear Parent or Guardian:

**[School name]** will participate in the National Assessment of Educational Progress (NAEP) on **[date]**. NAEP is the largest nationally representative and continuing assessment of what students know and can do in various subjects. It is administered by the National Center for Education Statistics, within the U.S. Department of Education. NAEP is different from our state assessment because it provides a common measure of student achievement across the country. The results are released as *The Nation's Report Card*, which provides information about student achievement to educators, parents, policymakers, and the public.

Students will take the assessment on NAEP provided tablets and keyboards for about 120 minutes, which includes transition time and instructions. The NAEP 2016 test will be a digital-based pilot for future NAEP mathematics, reading and writing assessments. A sample of our grade 8 students **[will be/has been]** selected for the assessment, and your child **[may be/is]** part of the sample. Students will be tested in only one subject consisting of two subject area sections.

The results are completely confidential (in accordance with the Confidential Information Protection provisions of Title V, Subtitle A, Public Law 107-347). The information collected is used for statistical purposes only, and the results are anonymous. This means that the names of students who participate in NAEP are not recorded on the materials that leave the school, and your child's grades or progress in school will not be affected in any way by his or her participation. Students with Individual Educational Plans (IEPs) or Section 504 Plans will be given accommodations. Students may be excused for any reason, are not required to complete the assessment, and may skip any question. While the assessment is voluntary, NAEP depends on student participation to help policymakers improve education.

There is no need to study in preparation for NAEP. We do ask, however, that you encourage your child to do his/her best and get plenty of rest the night before the assessment. A brochure that explains what participation in NAEP means for you and your child is available at <http://nces.ed.gov/nationsreportcard/pdf/parents/2012469.pdf>. Should you have questions, or if you would like a copy of the brochure, please contact me at **[telephone number]** or at **[email address]**.

If you prefer not to have your child participate in the assessment, please contact **[insert name and title of individual to be contacted]**, in writing, by **[insert deadline for notification]**.

We are excited that our school is participating in NAEP. We know that **[School name]**'s students will show what our nation's students know and can do.

Sincerely,

**[School Principal]**